

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Title:</b>	<b>Payroll Department Leave Payout and Paydown Report</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Leave Payout and Paydown Report.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Agency Payroll Staff	Status:	Issued: 03/14/2003    Revised: 03/25/2003

## Overview

### Trigger:

Agency payroll people need to identify employees with leave payouts or paydowns.

<b>Business Process Procedure Overview</b>
When an employee terminates, retires, or transfers to another agency, leave is paid out. Employees may also have certain types of leave paid down. This data can be viewed using the Payout and Paydown Report or the Display HR Master Data Screen. This report lists the payouts or paydowns that are manually entered by State Payroll. System generated paydowns can be viewed on the Time Summary or Payroll Results Edit reports.

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menus</b>	Time Entry Operator > Reports Other > Leave Payout and Paydown Report
<b>Via Transaction Code</b>	Z_LEAVE_PAYOUT
<b>Via Favorites Menu</b>	Leave Payout and Paydown Report

Double click on Leave Payout and Paydown Report and the following screen will appear:

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**Leave Payout and Paydown Report**

Selections from

Payroll period

Payroll area: UB

☒ Current period

☐ Other period

Selection

Personnel number

Organization key

Report Filters

Payout/Paydown Code

Page Breaks

☒ Yes

☐ No

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Input – Required Fields	Field Value
Payroll area	UB
Payroll period	Current period or Other period
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Payout/Paydown Code	Codes that identify the type of leave being paid
Page Breaks	Yes or No

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**1.2 Specify the pay period for the Leave Payout and Paydown Report.** The screen has the selection of current period or other period.

- Current period
  - Use this option during the week of payday.
- Other period
  - Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered.

This report can be run for a prior pay period. It will display anything that has an effective date within the pay period requested.

**1.3 The “Personnel number” field may be left blank if using the agency “Organization key”.** Specific employees may be selected by entering the employee identification number(s) in the “Personnel number” field. Enter more than one EIN by clicking on the arrow box next to the “Personnel number” field. A box appears that allows entry of multiple EIN’s.

**1.4 The “Organization key” field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 org 0420, enter 100(space)0420\*. Enter multiple organization keys by clicking on the arrow box to the right of the “Organization key” field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100, org 0420, and distribution code 0000.

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- 1.5 The “Payout/Paydown Code” field may be used to view only certain types of codes.** If nothing is input all of the codes are displayed for the requested employees. Enter multiple codes by clicking on the arrow box to the right of the “Payout/Paydown Code” field. A box appears that allows entry of multiple individual codes or a range of codes. Each code is listed below with a brief description.

<b>AP</b>	Annual Leave Pay Out	<b>CD</b>	Comp Time Paydown
<b>CP</b>	Comp Time Pay Out	<b>XD</b>	Excess Paydown
<b>SP</b>	Sick Leave Pay Out		
<b>VP</b>	Converted Sick Leave Pay Out		
<b>XP</b>	Excess Pay Out		

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- 1.6    The “Page Breaks” buttons create a page break after each org change or not create any page breaks. The default is Yes, create page breaks.**
- 1.7    Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.**



The screenshot shows the SAP 'Leave Payout and Paydown Report' interface. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header displays 'Report No: Z\_HR\_LEAVE\_PAYOUT\_RPT', 'Leave Payout and Paydown Report', and 'For Pay Period Ending 02/28/2003'. It also shows 'Page: 1', 'Run Date: 03/13/2003', and 'Run Time: 13:08:00'. The main data table lists employee information and their leave/paydown details.

Loc	Dist	Agy Org	Code	EIN	Employee Name	Code	Description	Hours	Reason
180	0420	0080	131287	Thomas, Ralfine	AP	Annual Leave Pay Out	37.50		
					CP	Comp Time Pay Out	18.00		
					SP	Sick Leave Pay Out	71.00		
					VP	Conv Sick Pay Out	88.00		
					XP	Excess Pay Out	16.00		
						Total Hrs:	214.50		
180	0420	0080	116230	Penter, Franny	CD	Comp Time Paydown	42.00		
						Total Hrs:	42.00		
180	0420	0080	108048	Tin, Ark	XD	Excess Paydown	48.00		
						Total Hrs:	48.00		
						Org. Total Hrs:	290.50		

The status bar at the bottom indicates 'TS1 (1) (310)' and 'kate OVR'.

- 1.8    To print the report, click on the print icon, or choose List > Print from the screen heading toolbar.**

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